

BROKER RENEWAL APPLICATION

RE 208 (Rev. 11/13)

CaIBRE USE ONLY

CaIBRE RECEIVED DATE

NOTE—Read pages 5–6 (general instructions, renewal info., mailing address, etc.) before completing this application.

To AVOID PENALTY — Renew on or before current license expiration date.

1. LICENSE NUMBER

2. RENEWAL STATUS (check appropriate box)

☐ ON TIME

☐ LATE

CaIBRE USE ONLY

RENEWAL FEE
ON TIME FEE

LATE FEE

CURRENT EXP. DATE

2-YR LATE RENEWAL ENDS

COMMENT

CaIBRE USE ONLY

3. **LICENSE CHANGES** — CHANGES INDICATED WILL BE EFFECTIVE THE DATE THE APPLICATION IS RECEIVED BY CaIBRE, IF THIS APPLICATION IS FILED BEFORE THE CURRENT LICENSE EXPIRATION DATE.

☐ Change Personal Name ☐ Add/Cancel Fictitious Business Name ☐ Change Mailing Address ☐ Change Main Office Address

4. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU BEEN CONVICTED OF ANY VIOLATION OF THE LAW? ALL STATE AND FEDERAL MISDEMEANOR AND FELONY CONVICTIONS, AND ALL MILITARY AND FOREIGN CONVICTIONS, MUST BE DISCLOSED. CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 OR A SIMILAR STATUTE MUST STILL BE DISCLOSED. **IF YES, COMPLETE ITEM 24.**

☐ YES

☐ NO

5. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME? **IF YES, COMPLETE ITEM 24.**

☐ YES

☐ NO

6. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 25.**

☐ YES

☐ NO

7. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME? **IF YES, COMPLETE ITEM 25.**

☐ YES

☐ NO

8. WITHIN THE SIX YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? **IF YES, COMPLETE ITEM 24.**

☐ YES

☐ NO

9. WITHIN THE SIX YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 25.**

☐ YES

☐ NO

10. WITHIN THE SIX YEAR PERIOD PRIOR TO THE FILING OF THIS APPLICATION, HAVE YOU EVER PLED GUILTY TO OR ENTERED A PLEA OF NOLO CONTENDERE OR A NO CONTEST PLEA TO ANY VIOLATION OF LAW IN A STATE, MILITARY, OR FEDERAL COURT? **IF YES, COMPLETE ITEM 24.**

☐ YES

☐ NO

11. WITHIN THE SIX YEAR PERIOD PRIOR TO YOUR FILING THIS RENEWAL APPLICATION, WAS A FINAL JUDGMENT(S) ENTERED AGAINST YOU IN A CIVIL ACTION BASED ON FRAUD, MISREPRESENTATION OR DECEIT AND PUNITIVE AND/OR EXEMPLARY DAMAGES WERE AWARDED AGAINST YOU AS PART OF THAT JUDGMENT(S)? **IF YES, COMPLETE ITEM 26.**

☐ YES

☐ NO

12. ON THE RENEWAL DATE, WILL YOU BE ENGAGED IN REAL ESTATE ACTIVITIES FOR WHICH A CALIFORNIA REAL ESTATE LICENSE IS REQUIRED? **IF YES, ITEM 17 MUST BE COMPLETED.**

☐ YES

☐ NO

13. DO YOU RESIDE IN CALIFORNIA? **IF NO, SUBMIT A RE 234 CONSENT TO SERVICE OF PROCESS.**

☐ YES

☐ NO

14. NAME – LAST

FIRST

MIDDLE

15. NEW PERSONAL NAME (See page 3) – LAST

FIRST

MIDDLE

16. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

17. MAIN OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST A POST OFFICE BOX)

CITY

STATE
CA

ZIP CODE

CaIBRE USE ONLY

PROCESSOR NUMBER AND DATE PROCESSED

LICENSE EFFECTIVE DATE

LICENSE EXPIRATION DATE

COMMENTS/FORM LETTERS

VIOLATIONS

18. BIRTH DATE (Month/Day/Year)	19. BUSINESS TELEPHONE ()	20. RESIDENCE TELEPHONE ()
21. CELL PHONE NUMBER ()	22. EMAIL ADDRESS	

23. FICTITIOUS BUSINESS NAME – PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK (Enter one name per line; check the appropriate box and attach FBNS statement)

☐ ADD OR ☐ CANCEL

ADDITIONAL FICTITIOUS BUSINESS NAME, IF ANY

☐ ADD OR ☐ CANCEL

CONVICTION DETAILS

"CONVICTED" AS USED IN ITEM 4 INCLUDES A VERDICT OF GUILTY BY JUDGE OR JURY, A PLEA OF GUILTY, A PLEA OF NOLO CONTENDERE (I.E., "NO CONTEST"), OR A FORFEITURE OF BAIL IN THE COURTS (INCLUDING MILITARY COURTS) OF ANY STATE, COMMONWEALTH, POSSESSION OR COUNTRY. ALL CONVICTIONS WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION MUST BE DISCLOSED, EVEN IF THE PLEA OR VERDICT WAS SET ASIDE, THE CONVICTION DISMISSED OR EXPUNGED, OR YOU HAVE BEEN PARDONED. CONVICTIONS OCCURRING WHILE YOU WERE A MINOR (UNDER 18 YEARS OF AGE) MUST BE DISCLOSED UNLESS THE RECORD OF THE CONVICTION HAS BEEN SEALED UNDER SECTION 1203.45 OF THE CALIFORNIA PENAL CODE OR SECTION 781 OF THE CALIFORNIA WELFARE AND INSTITUTIONS CODE.

24. DETAILED EXPLANATION OF ITEM 4, 5 8 AND/OR 10.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

* CODE SECTION VIOLATED (i.e., 1014, 484, ETC.) ** CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.) *** DISPOSITION (i.e., PROBATION, PAROLE, FINE, LENGTH OF TERM, ETC.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVIC- TION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
24A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
24B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

25. DETAILED EXPLANATION OF ITEM 6, 7 AND/OR 9. IF NEEDED, EXPLANATION MAY BE PROVIDED BELOW.

25A. TYPE OF LICENSE	25B. LICENSE ID NO.	25C. LICENSE EXPIRATION DATE	25D. STATE
25E. ACTION (revoked, etc.)	25F. DATE OF ACTION	25G. DATE ACTION TERMINATED	25H. CODE SECTION VIOLATED

26. ADDITIONAL INFORMATION: Specify which lines you are referring to.**BROKER/DESIGNATED OFFICER DECLARATION — LICENSE RENEWAL**

Every real estate broker operating as other than a broker-associate, or who is the officer designated by a corporate broker licensee pursuant to Section 10211 of the Business and Professions Code, shall complete this Declaration and submit it to the Bureau of Real Estate as part of the Broker Renewal Application (RE 208) or Officer Renewal Application (RE 207) process. Failure to complete all parts of the Declaration portion of the Renewal Application will result in an incomplete Renewal Application and delays in renewing the license.

A. — BUSINESS ACTIVITY AND VOLUME**Check Appropriate Box(es)**

(NA = Not Applicable)

1. In the past 12 months, have you or your corporation engaged in the real estate business for compensation as an agent/broker?

☐ Yes ☐ No

If NO, proceed to Part B below.

If YES:

- a) Do you, as broker or designated broker officer, maintain copies of all documents executed or obtained, including those prepared and received by salespersons and other employees?
- b) As a broker or designated broker officer, I/we maintain copies of documents at (check all that apply):

☐ Yes ☐ No

- ☐ The main office
☐ A branch office
☐ A storage facility

- ☐ A home office
☐ Another location

Sales Activity

2. During the past 12 months, were you or your corporation a listing agent or selling agent in the sale of real property?

☐ Yes ☐ No

If NO, proceed to #3.

- a) If YES, as a listing agent, did you/your corporation sell or offer to sell real property for others? ☐ Yes ☐ No
- b) If YES, how many transactions closed (past 12 months)? ☐ 1-10 ☐ 11-50 ☐ Over 50
3. As a selling agent, did you/your corporation buy or offer to buy for others? ☐ Yes ☐ No
If YES, how many transactions closed (past 12 months)?..... ☐ 1-10 ☐ 11-50 ☐ Over 50
4. How many of the above transactions did you/your corporation represent both buyer and seller (dual agency)? ☐ None ☐ 1-10 ☐ Over 10

Broker Escrow Activity

5. Did you/your corporation perform broker escrows for sales or mortgage loan transactions pursuant to the broker exemption in FC 17006(a)(4)? ☐ Yes ☐ No
If NO, proceed to #6.
If YES:
- a) How many escrows closed (last calendar year)? ☐ 1-4 ☐ 5-50 ☐ Over 50
- b) What is dollar amount of escrow funds collected (last calendar year)? ☐ Less than 1M ☐ \$1-5 M ☐ Over \$5M

Mortgage Loan Brokering

6. Did you/your corporation, for compensation in the past 12 months, make or arrange (broker) loans secured by real property or sell existing notes secured by deeds of trust? ☐ Yes ☐ No
If NO, proceed to #7.
If YES, in the past 12 months:
- a) How many loans were made with funds of private lenders and secured by commercial property? ☐ None ☐ 1-5 ☐ 6-10 ☐ Over 10
- b) In how many of the loan transactions did you/your corporation also represent for compensation the buyer or seller in the purchase transaction? ☐ None ☐ 1-10 ☐ Over 10
- c) When required, were disclosures to borrowers provided in accordance with B&P §10240? ☐ Yes ☐ No ☐ NA
- d) When required, were disclosure statements provided to lenders/note purchasers in accordance with B&P §10232.4? ☐ Yes ☐ No ☐ NA
- e) When required, were trust deeds and assignments recorded in accordance with B&P §10234? ☐ Yes ☐ No ☐ NA

Mortgage Loan Servicing

7. Did you/your corporation, for compensation in the past 12 months, collect loan payments from borrowers for lenders/note owners or on behalf of obligors of promissory notes?..... ☐ Yes ☐ No
If NO, proceed to #8.
If YES:
- a) The estimated dollar volume collected in the past 12 months..... ☐ Less than \$250K ☐ \$250K-2M ☐ Over \$2M
- b) Did you/your corporation have written servicing agreements with lenders/purchasers to service the note or notes and deed of trust?..... ☐ Yes ☐ No

Property Management

8. Did you/your corporation, for compensation in the past 12 months, engage in property management? ☐ Yes ☐ No
If NO, proceed to Part B below.
If YES:
- a) How many units were managed? ☐ 1-10 ☐ 11-50 ☐ Over 50
- b) What was the dollar amount in rent or lease payments collected (past 12 months)? ☐ Less than \$500K ☐ \$500K-2M ☐ Over \$2M

B. — BANK ACCOUNTS/ TRUST FUND HANDLING

1. In the past 12 months, in connection with activities for which a real estate license is required, did you/your corporation collect trust funds? ☐ Yes ☐ No
If NO, go to Part C below.
2. In the past 12 months, in connection with activities for which a real estate license is required, did you/your corporation deposit trust funds into a bank account maintained by you/your corporation? ☐ Yes ☐ No
If NO, proceed to #7 below.
If YES:
- a) Number of accounts maintained for trust fund handling..... ☐ 1 ☐ 2-5 ☐ Over 5
- b) Is each of these accounts designated as a trust account? ☐ Yes ☐ No

- c) Is each of these account in the name of the licensed broker/corporation, or in a fictitious name if the broker/corporation is the holder of a license bearing such fictitious name, as trustee? ☐ Yes ☐ No
- d) Is the broker/designated licensed officer a signer on each account used for trust fund handling? ☐ Yes ☐ No
- e) If there are unlicensed signers on accounts used for trust fund handling, is each signer covered by sufficient fidelity bond coverage? ☐ Yes ☐ No ☐ NA
3. For each bank account used for trust funds, did you/your corporation maintain a complete and accurate record of all trust funds received and disbursed (control record)? ☐ Yes ☐ No
4. For each bank account used for trust funds, did you/your corporation maintain a complete and accurate set of separate records for each beneficiary or transaction? ☐ Yes ☐ No
5. Are the balances of these trust account records reconciled to each other monthly? ☐ Yes ☐ No
6. Do you/your corporation reconcile these trust account records to the bank statement on a monthly basis? ☐ Yes ☐ No
7. In the past 12 months, in connection with activities for which a real estate license is required, did you/your corporation collect advance fees (as defined in B&P §10026)? ☐ Yes ☐ No
- If NO, go to Part C below.
- If YES:
- a) Were these advance fees deposited into a trust account? ☐ Yes ☐ No
- b) Were verified accountings furnished to the principal(s) as required?.... ☐ Yes ☐ No
- c) Did you/your corporation have an advance fee agreement with the person from whom these fees were collected?..... ☐ Yes ☐ No

C. — SUPERVISION/ EMPLOYMENT

1. Have you notified the Bureau of all places of business where acts for which a license is required are performed? ☐ Yes ☐ No
2. Have you notified the Bureau of all fictitious business names used in the conduct of acts for which a license is required? ☐ Yes ☐ No ☐ NA
3. Did you/your corporation employ real estate salespersons and/or broker associates? ☐ Yes ☐ No
- If NO, proceed to #4.
- If YES:
- a) Are there written policies, rules, procedures and systems to ensure that there is reasonable supervision over acts for which a license is required? ☐ Yes ☐ No
- b) Is there an established system to monitor compliance with these policies, rules, procedures and systems?..... ☐ Yes ☐ No
4. Have you and all your salespersons and/or broker associates who are employed by you/your corporation who make, arrange, or service mortgage loans secured by 1-4 unit residential property under a CalBRE license submitted a Mortgage Loan Activity Notification (RE 866) to the Bureau as required? ☐ Yes ☐ No ☐ NA
5. Have you and all your salespersons and/or broker associates who are employed by you/your corporation who conduct loan origination activities involving 1-4 unit residential property applied for and received a mortgage loan originator endorsement? ☐ Yes ☐ No ☐ NA

Broker Certification

I certify under penalty of perjury that the answers and statements given in this application are true and correct and that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate licensee. I understand that if I fail to qualify for renewal for any reason or withdraw this application the Bureau of Real Estate cannot refund the fees remitted with this application.

I hereby grant to the Real Estate Commissioner of the State of California and his authorized Bureau of Real Estate representatives, pursuant to Business and Professions Code 10145 and 10146, the authority to examine the financial records of any trust fund account that I maintain in a financial institution, wherever located, for any period of time in which I hold a real estate license or have the right to renewal of such real estate license or which relates to a transaction which occurred when I held such a real estate license. I understand that the information to be obtained from the financial records of my trust fund account(s) is for the purpose of aiding the Commissioner in his statutory duty to enforce the provisions of the Real Estate Law.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation.

I understand that it is my obligation to notify the Bureau within 30 days in writing or by filing form RE238 of any conviction, indictment or information charging a felony, or disciplinary action taken by another licensing entity or authority of this state or an agency of the federal government pursuant to Business and Professions Code Section 10186.2. I also understand that the Bureau may delay my renewal and toll the expiration date of my license pursuant to B&P Code Section 10177.

28. SIGNATURE OF APPLICANT (MUST BE AN ORIGINAL SIGNATURE)

DATE

INSTRUCTIONS AND GENERAL INFORMATION

- **eLicensing — Use eLicensing for expedited processing of your renewal.** Renewal information is posted immediately on CalBRE's public information. Licensees can perform the following transactions using the **eLicensing** system at **www.bre.ca.gov**:
 - Broker and salesperson renewals
 - Duplicate license requests (broker, salesperson, officer and branch)
 - Salesperson additions/changes of employing broker
 - Broker discontinuation of salesperson employment
 - Mailing address changes
 - Broker main office address addition/changes
 - Automated fee payment and processing
- Type or print clearly in black or blue ink (*do not use red*).
- **Complete items 1 through 28.**
- Acronyms or form numbers used in the following instructions:
 - B&P Business & Professions Code
 - RE 203 Branch Office Application
 - RE 205 State Public Benefits Statement
 - RE 206 Exam & Licensing Fees
 - RE 208 Broker Renewal Application
 - RE 251 Continuing Education Course Verification
 - RE 909 Credit Card Payment
- Failure to correctly complete the application, including the conviction information, will result in processing and issuance delays.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Change of Personal Name

Enter complete new name. Attach verification of name change (i.e., legible copy of drivers license, marriage certificate, court order, etc.). Sign this application with your new name.

Fictitious Business Name (DBA)

To cancel enter the complete name on line 15 and check the cancel box. To add enter the complete name on line 15; check the add box, and submit a certified copy of the Fictitious Business Name Statement (FBNS) as filed with the county clerk in the county where your main office is located.

- Prior to filing your FBNS with the county, you may wish to contact a local CalBRE district office, or check our Web site **www.bre.ca.gov** to determine if the name is already in use by another broker.
- Proof of Publication filed with county clerk is acceptable
- Legible photocopies are acceptable.
- Do not list your broker's DBA, if you are working as a broker-salesperson.

Branch Office

Complete RE 203 to add new offices or to cancel existing offices.

On-Time Renewal

RE 205 (see Proof of Legal Presence), 208, 251, and appropriate fee must be submitted to CalBRE on or before the expiration date to be considered on-time and avoid lapse of license rights. Applicants

who file prior to their expiration date should receive their license certificate on or after the expiration date. Applications for renewal should not be submitted more than 90 days prior to the expiration date. Pursuant to Section 10156.2 of the B&P Code, eligible renewal applicants who submit an application, together with the proper fee, and good faith evidence of completing the continuing education requirement, prior to their license expiration date may continue operating under their existing license until such time as they are notified otherwise by the Bureau. Such notices sent by the Bureau will take effect five days after the date they are mailed.

Late Renewal

All broker licensees are allowed two years beyond the license expiration date to renew on a late basis. RE 205 (see Proof of Legal Presence), 208, 251, and appropriate fee must be received by CalBRE within two years of the expiration date. While the license is expired no activities requiring a license may be performed. A late renewal will not be effective until all requirements have been met, received and processed CalBRE. Failure to submit proper late renewal requirements within two years from license expiration date will result in forfeiture of renewal rights.

Upon license expiration date all branches, DBA's and employees will be disassociated. Proper documentation will be required to reinstate them.

Late renewals will be subject to all education and fee requirements effective at the time of license application.

Continuing Education (CE)

Licensees must complete 45 hours of approved continuing education courses, seminars, or conferences within the four year period immediately prior to their license renewal. Please review the current specific continuing education course requirements on Continuing Education Course Verification form (RE 251). Evidence of the completed education must be presented on that form and submitted with the renewal application and appropriate renewal fee.

Note: Continuing education course credit expires four years from the course completion date.

Do not submit course completion certificates.

Exemption from CE— Only applies to individuals who have been licensed in good standing for 30 continuous years in California and who are at least 70 years old. (Section 10170.8 B&P Code.)

Fees & Mailing Information

The documents and fee may be submitted in person at any District Office or mailed to the Sacramento office. Timely submittal of the renewal requirements is determined by the official U.S. Postal Service postmark. Business office meter-stamp dates are not acceptable as evidence of timely submittal.

Fees — Refer to RE 206 for current fees. Please keep in mind that fees are subject to change. All fees are nonrefundable per B&P Code 10207.

Acceptable Payment Methods — Cashiers' check, money order, check or credit card.

- Make check or money order payable to:

Bureau of Real Estate

- Credit card payments must be submitted with a RE 909.

Mail To — Bureau of Real Estate, P.O. Box 137003, Sacramento, CA 95813-7003

Proof of Legal Presence

Effective August 1, 1998, all real estate salesperson, broker, officer,

and mineral, oil and gas broker licensees, must submit proof that they have legal presence in the United States before a renewal license can be issued. A proof of legal presence document (i.e. birth certificate, resident alien card, etc.) must be submitted by renewal applicants with an RE 205. Please refer to that form for further instructions and information.

If you have submitted proof of citizenship, or permanent resident alien status, since August 1, 1998, you will not be required to submit that information again. If you have only submitted evidence that you are a resident alien with temporary status, you must submit proof of legal presence with this application.

Notice About SAFE Act

All CalBRE real estate licensees who conduct residential mortgage loan activities, as outlined in the federal SAFE Act, must obtain a

mortgage loan originator (MLO) license endorsement in order to perform these types of activities (SB 36, Calderon, Chapter 160, Statutes of 2009). MLO license endorsement applications must be submitted through the Nationwide Mortgage Licensing System & Registry (NMLS) and applicants must successfully complete the National and California State specific examinations, submit a MLO license endorsement filing through NMLS and pay required license endorsement fees, submit fingerprints to NMLS, satisfy the 20 hour pre-license education requirement, and submit authorization for NMLS to obtain a credit report. All MLO license endorsements expire on December 31st and must be renewed annually by submitting a renewal filing through NMLS along with the appropriate fees, and evidence of completion of 8 hours of continuing education, as specified. Detailed information regarding obtaining a MLO license endorsement can be found on our Web site.

PRIVACY INFORMATION:

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Managing Deputy Comm. IV
1651 Exposition Blvd. Licensing, Examinations, & Education
Sacramento, CA 95815 Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Bureau of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number

to establish identification exclusively for tax purposes. These code sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Bureau of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Bureau to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Bureau with specific information. If all or

any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Bureau's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).



INSTRUCTIONS

- Read this information before completing this form.
- Type or print clearly in ink.
- Complete all information requested, including signature.
- **If renewing by mail, submit this form with the appropriate renewal application and renewal fee no earlier than 3 months prior to license expiration date. You may also submit this information and renewal application online at www.bre.ca.gov.**
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

COURSE CATEGORIES & MANDATORY HOURS

- Do not confuse *continuing education* courses with *statutory* courses. Statutory courses are required for real estate examination qualification.
- Renewing licensees must complete and submit a Continuing Education Course Verification (RE 251) reflecting the appropriate hours of approved CE:

Real Estate Salespersons Who Qualified by Passing the Examination and Submitted a License Application Prior to October 1, 2007 (First Renewal Only)

Must complete:

- A three-hour course in *Ethics*
- A three-hour course in *Agency*
- A three-hour course in *Fair Housing*
- A three-hour course in *Trust Fund Handling*
- A three-hour course in *Risk Management*

Real Estate Salespersons Who Qualified by Passing the Examination and/or Submitted a License Application on or after October 1, 2007 and Real Estate Brokers (First Renewal Only)

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- Five separate three-hour courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*;
- A minimum of 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45

hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

Real Estate Salesperson and Brokers Subsequent Renewals

Must complete a total of 45 hours of approved continuing education courses which includes:

- **EITHER** 15 hours of continuing education courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management* **OR** one eight-hour survey course covering the five mandatory course subjects (*Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*);
- At least 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

CE GENERAL INFORMATION

Courses Valid for Four Years

All continuing education course offerings attended must be completed within the four-year period immediately preceding the effective date of renewal. This is normally the day after the expiration date for an on-time renewal. All licensees are allowed two years beyond the expiration date of their license to renew on a late basis by meeting the renewal requirements in effect at that time. *In this case, all course offerings must be completed within the four-year period immediately preceding the date the application is received by the Bureau.*

CE course credit expires four years from the course completion date; therefore, courses completed as part of a prior renewal requirement **cannot** be applied to a current renewal application.

Corporation Officer License

A currently licensed individual broker is not required to provide evidence of completion of 45 hours of CE to renew a corporation officer license or apply for a new corporation officer license. However, a person who is licensed only as a corporation officer must submit evidence of completion of CE requirements to a) renew the existing license, b) apply for a new corporation officer license, or c) apply for an individual broker license.

Certificates of Completion

The Certificate of Completion provided by the course sponsor, upon successful completion of the course, will include: an 8-digit certificate number, designated category, date completed, course hours, and the course title. If the certificate does not contain a valid 8-digit number, contact the course sponsor to obtain the correct number.

- *Do not contact the Bureau of Real Estate regarding certificate numbers.*
- *Do not send CE certificates of attendance to the Bureau unless specifically requested to do so.* (CE certificates should be retained by the licensee for a period of four years or until the renewal process has been successfully completed.)